

BAY DISTRICT SUBSTITUTE

Note: Charter School only substitute applicants apply at the Charter Schools only

Our fiscal year begins July 1st and ends June 30th. All substitute accounts are inactivated on July 1st and reactivated when you return to HR to renew your account. If you are a new sub, please wait until after July 1st to have your fingerprints taken (see below).

All substitute teachers AND substitute paras must be at least 18 years of age, have a minimum of a standard high school diploma or GED. You must have the actual document or transcript for us to copy. All substitutes must pass a Level II Background check via fingerprinting by Bay District Schools, Safety and Security Office. The cost of these fingerprints is \$75, payable by check, money order or charge card only. In order to substitute teach in a high school, you must have graduated from high school at least four years ago, although you may substitute as a para at high schools. Substitute paras are paid \$9.98 per hour. Substitute teacher pay is the same for a high school diploma (GED) to Bachelor's Degree, \$10 an hour. If you give us an **Official Master's Degree transcript** (to keep for your file) the pay will be \$12 an hour.

1. Come to Bay District Schools, 1311 Balboa Avenue, Room 147, between the hours of 7:30 and 3 p.m. to pick up the "substitute application" package. Also, you will take an "online substitute class" for \$18, if you wish to substitute as a teacher. Proof of completion of that class is required as part of your returned application package.
2. The fingerprints should be completed first. Directions to their office are on the form. Their hours are 7:00-4:30 Monday - Thursday in the summer months and 7:30-4:00 Monday - Friday during the school year. After being fingerprinted, check for background clearance at: <https://webapps.bayschools.net/fingerprint/>.
3. Once you confirm your prints have been cleared, bring your completed package, proof of passing class, proof of education, driver's license and SS card (or birth certificate) and banking information for direct deposit (mandatory) to the Nelson Building, Room 147, 1311 Balboa Ave, Panama City, Florida. **Partially completed packages cannot be turned in.**

Substitute paras will need to call April at 850-767-4230 beginning as early as 6.am. to see which schools need a sub para for that day.

Fingerprint results are monitored for five years, as long as you work (and receive a paycheck from BDS) within the school year. If you do not work as a substitute for several weeks/months, Safety and Security may be ordered to delete your prints as an employee, and you would have to be re-fingerprinted in order to work again.

All substitute email and employment ends on June 30 of each fiscal year. In order to renew your substitute status, you will bring your substitute badge back to Room 147 to have a new school year sticker placed on your badge and turn your payroll and email back on.

Thank you for your help!